

अण्डमान तथा
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निकोबार राजपत्र
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अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय@SECRETARIAT

NOTIFICATION

Port Blair, dated the 17th October, 2012.

No. 227/2012/F.No.42-710/2012-TR.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with Government of India, Ministry of Home Affairs, New Delhi Notification No.14/3/60-ANL dated 11th April, 1960 and in partial modifications of this Administration's Notification No. 165/93/ F.No.42-223/91-93/TR dated 09.12.1993 & No.52/2001/ F.No.27-18/93-TR dated 20.04.2001, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby makes the following rules regulating the method of recruitment to the posts of Head Worker, Mazdoor (Lascar) and Gate Keeper borne in the establishment of Port Management Board, Andaman and Nicobar Administration, namely :-

1. SHORT TITLE AND COMMENCEMENT :

- (i) These Rules may be called the Andaman and Nicobar Administration (Head Worker, Mazdoor (Lascar) and Gate Keeper in the Port Management Board) Recruitment Rules, 2012.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. NUMBER OF POST, CLASSIFICATION AND SCALE OF PAY :

The number of post, their classification and scale of pay attached thereto shall be as specified in paras 2 to 4 of the Schedule-I to Schedule-III annexed hereto.

3. METHOD OF RECRUITMENT, AGE LIMIT AND QUALIFICATIONS :

The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in paras 5 to 14 of the said Schedules.

4. DISQUALIFICATION :

No person —

- (a) who has entered into or contracted a marriage with a person having a spouse living, or
 - (b) who, having a spouse living, has entered into or contracted a marriage with any person,
- shall be eligible for appointment to the said post :

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. POWERS TO RELAX :

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect of any class or category of persons.

6. SAVING :

Nothing in these rules shall effect reservation, relaxation of age limit and other concessions required to be provided for candidates belonging to Scheduled Castes, Scheduled Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**Lt. General (Retd.) Bhopinder Singh
LIEUTENANT GOVERNOR,
Andaman and Nicobar Islands.**

By order and in the name of the Lieutenant Governor,

**Sd./-
(Abdul Hamid)
Assistant Secretary (Shipping)**

SCHEDULE-I**RECRUITMENT RULES OF HEAD WORKER ATTACHED TO CARGO WING OF
PORT MANAGEMENT BOARD**

1	Name of post	Head Worker
2	No. of post	04 (Four)* 2012 *Subject to variation dependent on the workload
3	Classification	General Central Services Group 'C' (Non- Gazatted), (Non-Ministerial)
4	Pay Band/Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 + Grade Pay Rs. 1800
5	Whether selection post or non-selection post ?	Not applicable
6	Age limit for direct recruits	18-33 years (Male only) (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government). Note: The crucial date for determining the age limit shall be the closing date for receipt of applications.
7	Educational and other qualifications required for direct recruits	Essential : 1. Must have passed Secondary School Certificate Examination (10 th Std.) from a recognized Board/ Institute 2. Should possess good physique 3. Should qualify in the trade test Desirable : Capacity to speak in Hindi
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment, whether by direct or by promotion or by deputation/ transfer and percentage of the posts to be filled by various methods	By direct recruitment
11	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Not applicable
12	If a DPC exists, what is its composition ?	Group 'C' DPC for considering cases of Confirmation consisting of : 1. Chief Port Administrator, : Chairman Port Management Board 2. Harbour Master, PMB : Member 3. Assistant Labour Commissioner : Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Duties & Responsibilities	Annexed to the Schedule

ANNEXURE TO SCHEDULE-I

1. He should supervise the work of the Mazdoor in the gang.
2. Should get the cargo cleared from landing point to the cargo sheds/bulk yard.
3. Should get cargo sorted out markwise in the sheds.
4. Assist the Tally Clerk and Asstt. Shed Master/Shed Master in the delivery of cargo to consignee.
5. Ensure that no damage is caused to the packages while handling by the mazdoors.
6. Maintain discipline and order in his labour gang.
7. He should keep the cargo handling gear viz. platform, tarpaulin inside the godown after completion of work.
8. Head Worker should ensure that cargo is completely destuffed from the container prior to loading of empty containers on DSS/SCI vessels.
9. He shall be responsible for collection of passenger luggage trolleys and park inside the shed after completion of embarkation/disembarkation of passengers.
10. He shall assist his superiors during embarkation/ disembarkation of passengers.
11. Any other duties assigned by Wharf Superintendent/Shed Master/Assistant Shed Master or his superior officers from time to time.

SCHEDULE-II**RECRUITMENT RULES OF MAZDOOR (LASCAR) ATTACHED TO PORT CONTROL TOWER OF THE PORT MANAGEMENT BOARD**

1	Name of post	Mazdoor (Lascar)
2	No. of post	40 (Forty)* 2012 *Subject to variation dependent on the workload
3	Classification	General Central Services Group 'C' (Non- Gazetted), (Non-Ministerial)
4	Pay Band/Grade Pay/Pay Scale	PB-1 Rs. 5200 – 20200 + Grade Pay Rs. 1800
5	Whether selection post or non-selection post ?	Not applicable
6	Age limit for direct recruits	18-33 years (Male only) (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government). Note: The crucial date for determining the age limit shall be the closing date for receipt of applications.
7	Educational and other qualifications required for direct recruits	Essential : (i) Must have passed Secondary School Examination (10 th Std.) from a recognized Board / Institute (ii) Should qualify in trade test. Desirable : Ability to ride Bicycle
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable

9	Period of probation, if any	Two years
10	Method of recruitment, whether by direct or by promotion or by deputation/transfer and percentage of the posts to be filled by various methods	100 % by direct recruitment
11	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	Not applicable
12	If a DPC exists, what is its composition ?	Group 'C' DPC for considering cases of Confirmation consisting of : 1. Chief Port Administrator, : Chairman Port Management Board 2. Harbour Master, PMB : Member 3. Assistant Labour Commissioner : Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Duties & Responsibilities	Annexed to the Schedule

ANNEXURE TO SCHEDULE-II

1. To keep look out duty in the harbour for vessels' safety pollution, fire etc., watch local navigational aids functioning in the harbour limit and report to superiors.
2. To assist the Radio Operator to maintain shipping register, feed related data in the computer, photocopying, sending FAX etc.
3. Chipping/painting and cleaning of PCT buildings including mast.
4. Maintenance of register for all visitors entering PCT building as ISPS Codes.
5. Delivery of messages/shifting/sailing notices etc. to concerned ships in harbour.
6. Operation/maintenance of Generators and other apparatus/ machineries/equipments fitted.
7. Host Storm Warning Signal Day/Night.
8. Greasing of pulley and rigging of haliyards.
9. Maintenance/upkeep of park lawns potted plants in the premises.
10. Mooring/unmooring of vessels at outer ports.
11. Assist in supply of fresh water to vessels in port through barges/shore supply.
12. Assist Radio Operator on duty to transmit visual signal, arrange to host INTERCO flags & signals etc.
13. Any other duties, as may be assigned by the superiors from time to time.

SCHEDULE-III**RECRUITMENT RULES OF GATE KEEPER ATTACHED TO PORT CONTROL TOWER
OF PORT MANAGEMENT BOARD**

1	Name of post	Gate Keeper
2	No. of post	24 (Twenty four)* 2012 *Subject to variation dependent on the workload
3	Classification	General Central Services Group 'C' (Non- Gazetted), (Non-Ministerial)
4	Pay Band/Grade Pay/Pay Scale	PB-1 Rs. 5200 – 20200 + Grade Pay Rs. 1800
5	Whether selection post or non-selection post ?	Not applicable
6	Age limit for direct recruits	18-33 years (Male only) (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government). Note: The crucial date for determining the age limit shall be the closing date for receipt of applications.
7	Educational and other qualifications required for direct recruits	Essential : (i) Must have passed Secondary School Examination (10 th Std.) from a recognized Board / Institute (ii) Should possess good physique. (iii) Should qualify in trade test
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment, whether by direct or by promotion or by deputation/transfer and percentage of the posts to be filled by various methods	100 % by direct recruitment
11	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	Not applicable
12	If a DPC exists, what is its composition ?	<u>Group 'C' DPC for considering cases of Confirmation consisting of :</u> 1. Chief Port Administrator, : Chairman Port Management Board 2. Harbour Master, PMB : Member 3. Assistant Labour Commissioner : Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Duties & Responsibilities	Annexed to the Schedule

ANNEXURE TO SCHEDULE-III

1. Should keep continuous watch at the gate and guard the gates as well as the Office Building, Godowns and Ports property.
2. Check all the incoming and outgoing vehicles, two wheelers and enter the time of entry and exit of the vehicles in the register maintained at the gate. He should also obtain the signature of the driver in the appropriate column.
3. Should check all persons entering the Wharf.
4. Should not allow entry to the Port without entry pass.
5. Check the pass of all vehicles and persons.
6. Should not allow any package/item out side the Wharf without written authority of Shed Master/Asstt. Shed Master or the written permission from higher officers of the Port.
7. Should report immediately of any theft, pilferage or unauthorized entry to the higher authorities.
8. Check all the vehicles properly before allowing it to enter and also at the time of exit.
9. Should immediately report any suspicious movement of persons/vehicles in the Wharf area to the Shed Master/Asstt. Shed Master or to his superior officers.
10. Before allowing a vehicles carrying cargo out of the gate, should ensure gate pass has been issued to the vehicle carrying goods.
11. Should not allow any item to be taken out of the cargo shed without proper gate pass issued by the Shed Master / Asstt. Shed Master.
12. Watch the movement of shed mazdoors and report any attempt at pilferage/theft.
13. He must remain on duty till relieved.
14. He should be courteous and polite with the public and alert in his duties & officials.
15. He must attend to any other works, which may be assigned to him by higher authorities.
